

www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

455 N. Rexford Drive
Beverly Hills, CA 90210-4817
(310) 285-1123
FAX: (310) 858-5966

CITY OF BEVERLY HILLS

CONDITIONAL USE PERMIT

FILING PROCEDURES:

1. PRELIMINARY.

Any owner, purchaser under contract or lessee of property who wishes to pursue a Conditional Use Permit should first acquaint himself with Title 10, Chapter 3, Article 37, of the Beverly Hills Municipal Code.

PLANS ALSO MUST BE REVIEWED FOR COMPLETENESS BY THE PLANNING STAFF PRIOR TO APPLICATION SUBMITTAL. IT IS SUGGESTED THAT THIS BE DONE AT THE TIME OF CONCEPTUAL REVIEW BY THE BUILDING AND SAFETY DIVISION.

2. FILING AND FEES.

A. The application shall be filed with the Community Development Department in accordance with the instructions on the application form together with the following fees as listed on the current Community Development Department Fee Schedule:

- 1) Application Fee
- 2) Newspaper notice, mailing labels, postage and public notice signs (as applicable)
- 3) Project Traffic Report Review Fee (if applicable)

B. All applications shall include:

- 1) Project Application(s)
- 2) Application Fees
- 3) Three sets of self adhesive gummed labels (Xerox™ or Avery™ **only**) with names and addresses of all property owners and residential occupants of multi-family residential and commercial zones within a distance of 300 feet of the exterior boundaries of the project site and all property owners of single-family residential zones within 500 feet. Include applicant or agent address as well. Mailing list labels should be on 8½" X 11" sheets. A written affidavit

indicating the mailing list is complete and up to date (a sample affidavit is attached). Do not abbreviate City names.

- 4) **15 copies** of a map (minimum size 8½" X 11") indicating each parcel of land and all land use within a distance of 500 feet of the exterior boundaries of the project. Parcels within 300 feet for commercial, industrial and multi-family residential and 500 feet for single family residential zones must be numbered with the corresponding address number of the mailing list.
- 5) **15 sets** of plans (minimum size 8½" X 11") that show:
 - Draw to scale and indicate the scale and north direction arrow.
 - Plot the entire parcel and dimension all pertinent data such as driveways, landscaping, parking and distance to all property lines.
 - Indicate location, size, and species of existing trees and indicate which are to be removed.
 - Plot all existing physical features and proposed structures.
 - Include a legend on the lower right-hand corner of plot plan which lists, among other things, the owner's or authorized agent's address and telephone number of project address.

3. DATA FOR PUBLIC HEARING.

4. PLANNING COMMISSION HEARING.

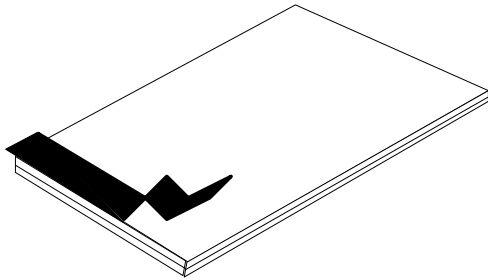
5. DETERMINATION OF THE PLANNING COMMISSION.

The Planning Commission's decision is final unless appeal is made to the Council, or unless the Council decides to hold the case for review.

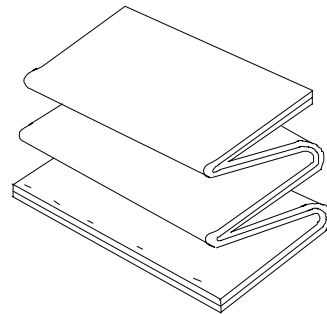
The applicant is advised that under the provisions of Sec. 10-3.3803 of the Beverly Hills Municipal Code a Conditional Use Permit may be either revoked or modified by the Planning Commission for cause as set out in the Section.

PLANS WILL NOT BE ACCEPTED UNLESS THEY ARE FOLDED. Plan folding instructions:

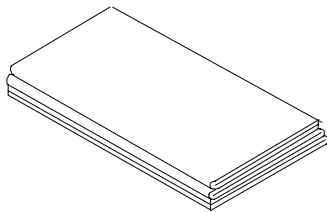
Step 1: Please remove all bindings.



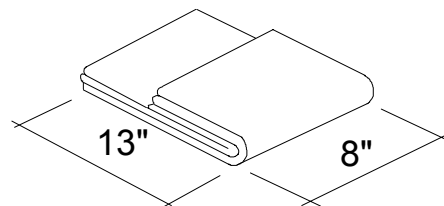
Step 2



Step 3



Step 4: Fold as flatly as possible.
Project Name and Address must show.



Please go to next page

CITY OF BEVERLY HILLS

Application For Conditional Use Permit

If the applicant is not the property owner, a letter of authorization is required.

Property Owner

Applicant or Agent

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State & Zip: _____

State & Zip: _____

Phone: _____

Phone: _____

Please attach additional sheets in response to the following information, if necessary.

1. The following property (insert the street address and the exact legal description of the property for which the conditional use permit is being requested):

whose owner(s) of record is/are (insert names of **all** owners):

and Applicant has been (state whether owner, lessee, or purchaser under contract)

of said property since (insert date interest was acquired):

2. The Applicant requests that a conditional use permit be granted in order to permit said property to be used for the following purposes (insert proposed conditional use or uses permitted by Chapter 3, Title 10, Beverly Hills Municipal Code, and for which the permit is being requested):

3. By reason of the following circumstances the proposed location of the conditional use or uses requested herein will not be detrimental to adjacent property or to the public welfare (insert circumstances):

4. The granting of such conditional use permit subject to the following conditions will preserve the integrity and character of the district, the utilities and value of adjacent property, and the general welfare of the neighborhood (insert any suggested conditions):

5. What original covenants or restrictions concerning type of improvements permitted, if any, were placed on the property involved by subdivision tract developers? (insert date said restrictions expire):

I declare under penalty of perjury the foregoing is true and correct except as to those matters stated as information and belief.

Executed on _____, at _____,
California.

Applicant's signature

NOTE: Signature of applicant must be acknowledged before a Notary Public.

CITY OF BEVERLY HILLS

REQUIREMENTS FOR POSTED NOTICES

In order to provide more direct notice to the public about pending projects, applicants are required to post a notice on site.

APPLICABILITY: Posted notices are required for all projects which are subject to Planning Commission review (development plan review permits, conditional use permits, variances, R-1 Permits, Tentative Tract maps, etc.)

PROCEDURE: After submittal of a complete application, applicants will be provided with a sign (30 X 40 inches) and will be responsible for posting it on the project site. More than one sign may be required for unusually large project sites or for sites with more than one street frontage.

The applicant will also be required to provide the City with an affidavit and photo to affirm that the sign has been properly posted.

FEES: See current Community Development Department Fee Schedule. Note that some sites will require more than one sign and some projects may require more than one posting.

MAILING LIST AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF BEVERLY HILLS) ss

I _____, hereby certify that, to the best of my knowledge and under penalty of perjury, the attached Ownership List correctly shows the names and addresses of all persons to whom all property is assessed, as they appear on the most current Los Angeles County Tax Assessor's roll, within the area described on the attached application and for a distance of _____() feet from the exterior boundaries of the property described on the attached application.

I further certify that, if required pursuant to the attached application, the attached Occupants List reflects all residential addresses within _____() feet from the exterior boundaries of the property described on the attached application that are not owner occupied.

I certify under penalty of perjury that the foregoing is true and correct.

Signed

Date